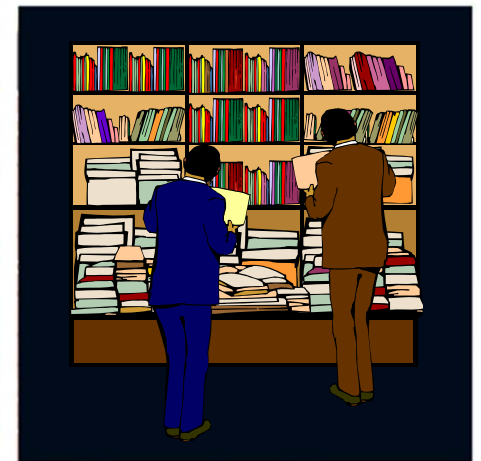
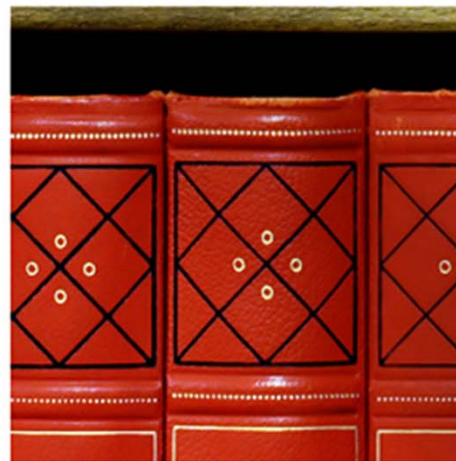
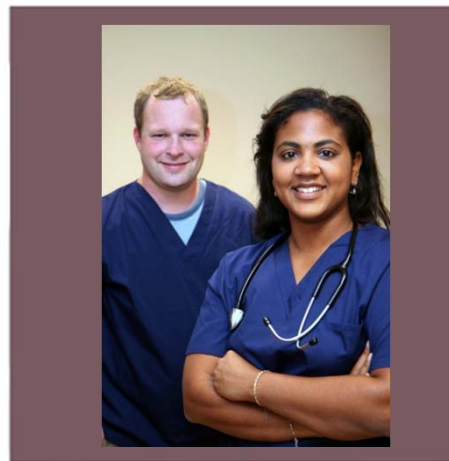
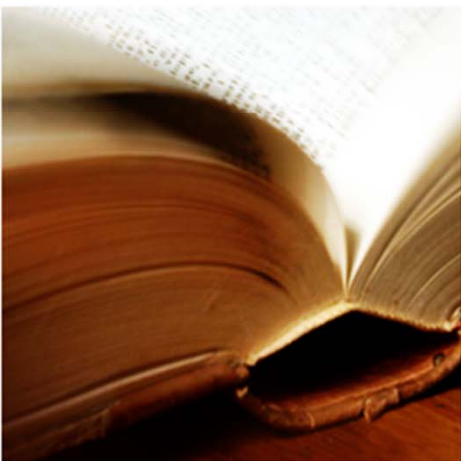


How To Locate Books And Journals In The College of Nursing Library



Learning Objectives




 **At the end of this presentation the student will be able to state how:**

- ➔ **Journals are organized in the Nursing Library**
- ➔ **Books are organized in the Nursing Library**
- ➔ **To access journals in CINAHL**
- ➔ **To access journals in EBSCO A to Z**



Learning Objectives

- 
- **At the end of this presentation the student will be able to state how to:**
 - ➔ **Locate a book by author, title, or subject using the card catalog**
 - ➔ **Find a book or journal on the shelf**
 - ➔ **Locate books, articles, or DVDs/videos on reserve**

Journals

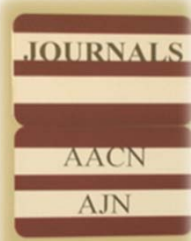
The Nursing Library:

- ➔ Has print & electronic subscriptions to many journals in nursing & allied health
- ➔ Subscribes to the Cumulative Index to Nursing & Allied Health Literature (CINAHL) giving you electronic access to many additional titles



Locating Print Subscriptions of Journals

- The print journal collection begins with the 1st row of shelves you see when entering the Nursing Library
- There are signs on the end of each row of shelves indicating the journal titles located in that row of shelves



Locating Print Subscriptions of Journals

- There are display racks at the end of each of the row of shelves
- These racks display the latest issue of selected titles among the Nursing Library's current print subscriptions



Locating Print Subscriptions of Journals




 **The Nursing Library subscribes to over 100 journals in print and electronic format**


➔ **Print subscriptions are arranged on the shelf alphabetically by title**

➔ **If an article of speech is the first word in the title, it is not included in the alphabetical arrangement**

✚ **For example: The Journal of Continuing Education in Nursing is shelved under “Journal”, not under “The”**

Locating Print Subscriptions of Journals



 An article of speech located within the title of the journal is used in the alphabetical arrangement

 For example: Journal of the Society of Pediatric Nurses is shelved before Journal of Transcultural Nursing

Locating Print Subscriptions of Journals



 Journals known by their initials are shelved at the beginning of the letter they start with

➔ For example: AORN (Association of Operating Room Nurses) Journal is shelved at the beginning of the A's, before Advances in Skin and Wound Care

Borrowing Journals



■ All journals may be checked out

■ The bound (hard cover) journals circulate for 2 weeks and the unbound (paper cover) journal issues circulate for 1 week



Borrowing Journals



- Both bound and unbound journals may be renewed as long as another borrower has not placed a “hold” on it
- You may check out as many journals as you need
- Be sure to return or renew them on time or you will be charged a fine



Locating Electronic Journal Subscriptions

 **Electronic journals may be found on two sites**

➔ **EBSCO A-to-Z and**

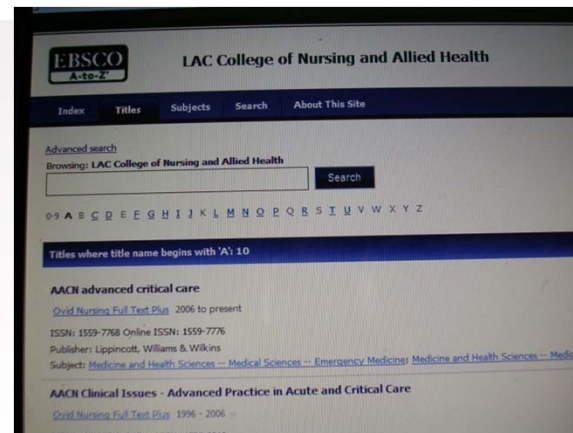
➔ **CINAHL**



Locating Electronic Journal Subscriptions

EBSCO A-to-Z

- ➔ This site houses the Nursing Library's electronic journal subscriptions
- ➔ The site contains approximately 80 journal titles
- ➔ Journals are full-text and may be printed free of charge



Locating Electronic Journal Subscriptions



 **To access EBSCO A-to-Z from on campus:**

 **Use the Nursing Library or Computer Lab computers and type in the following link**

 **<http://atoz.ebsco.com/home.asp?Id=K10308>**

 **Log in with user name and password**

 **Site opens to LAC College of Nursing & Allied Health's list of electronic subscriptions**



Locating Electronic Journal Subscriptions



To access EBSCO A-to-Z from on campus:

➔ **You may also bring your own laptop and access EBSCO A-to-Z via the WiFi network**

✚ **Connect to the network: LACUSCGUEST**

✚ **Accept the security message**

✚ **No user name or password is required**

Locating Electronic Journal Subscriptions



 **To access EBSCO A-to-Z from home:**

➔ **Type the following link in your internet browser and add it to your favorites so you won't have to type it in each time:**

✚ **<http://atoz.ebsco.com/home.asp?ld=K10308>**

✚ **Log in with user name and password**

✚ **Site opens to LAC College of Nursing & Allied Health's list of electronic subscriptions**



Locating Electronic Journal Subscriptions







CINAHL (Cumulative Index to Nursing and Allied Health Literature)

- ➔ This site contains over 3,000 journal titles in the field of nursing and allied health
 - ✚ Approximately 700 of those titles are full text
 - ✚ Articles may be printed free of charge

Locating Electronic Journal Subscriptions


 **To access CINAHL from on campus:**

 **Use either the Nursing Library or Computer Lab computers**

-  **Go to the Medical Center intranet page, look under Clinical Resources and click on CINAHL**
-  **Then click on LAC College of Nursing and Allied Health**
-  **Enter the user name and password**
-  **You may search by keyword or journal title**



Locating Electronic Journal Subscriptions

- 
- **To access CINAHL from on campus:**
 - ➔ **You may also bring your own laptop and access CINAHL via the WiFi network**
 - ✚ **Connect to the network: LACUSCGUEST**
 - ✚ **Accept the security message**
 - ✚ **No user name or password is required**

Locating Electronic Journal Subscriptions

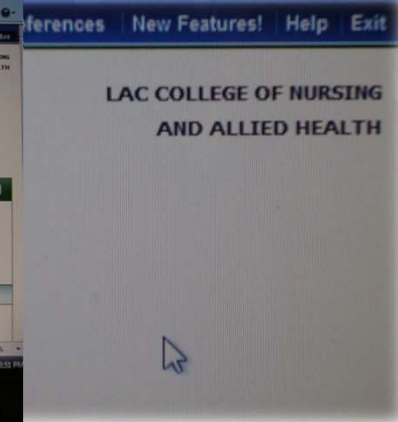
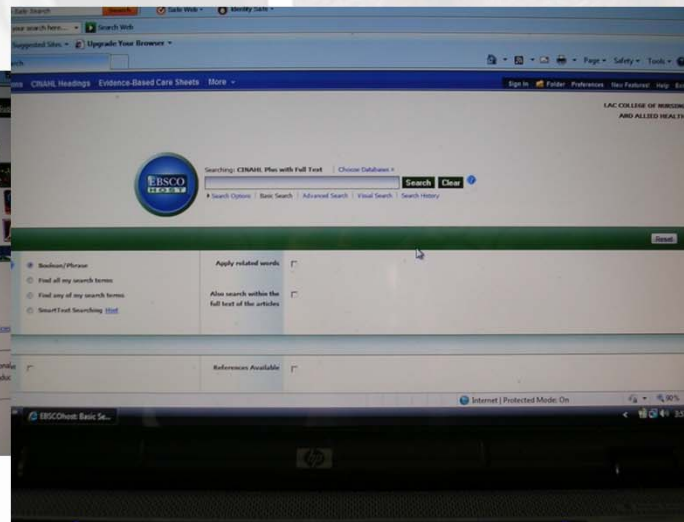
 **To access CINAHL from home:**

 **Type in the web address:**

 **<http://search.ebscohost.com>**

 **Enter user name and password**

 **You may search by keyword or journal title**



Locating Books

- The book collection begins in the row of shelves at the end of the journal collection
 - The Nursing Library uses both the National Library of Medicine (NLM) and the Library of Congress (LC) systems to
- classify and arrange books




Locating Books

- **The National Library of Medicine (NLM) system is a library indexing system covering the fields of medicine and preclinical sciences**
- **The NLM system is patterned after the Library of Congress (LC) Classification system**



Locating Books

 **NLM classification uses a limited range of letters: only QS – QZ and W – WZ. This allows it to co-exist with the larger LC system**



Locating Books



■ One or two alphabetical letters denote broad subject categories which are subdivided by numbers.

➔ For example: **WA 695 H4 2003**

■ This example of letters and numbers is known as a book's call number

Locating Books



Overview of the NLM classification categories

Preclinical Sciences

QS Human Anatomy

QU Biochemistry

QW Microbiology &
Immunology

QZ Pathology

QT Physiology

QV Pharmacology

QX Parasitology

QY Clinical Pathology

Locating Books

Examples of NLM Classification of Medicine and Related Subjects

W Health Professions

WB Practice of Medicine

WE Musculoskeletal System

WG Cardiovascular System

WL Nervous System

WY Nursing

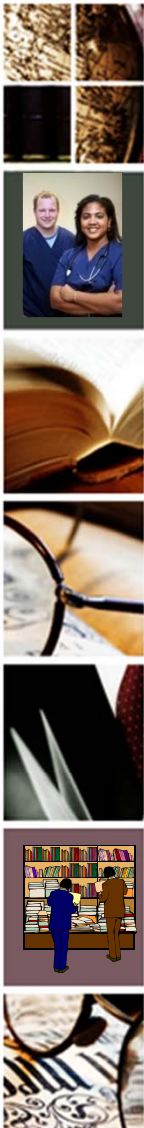
WA Public Health

WC Communicable Diseases

WF Respiratory System

WK Endocrine System

WX Hospitals & Other Health Facilities



Locating Books

- Most of the books in the Nursing Library are in the WY (Nursing) and preclinical sciences subject categories
- The Nursing Library also has selected books in the field of social sciences and education



Locating Books



- To find a book in the Nursing Library you will need to use the card catalog
- The card catalog is a paper-based system which allows you to search for a book alphabetically by:

- ➔ Author
- ➔ Title
- ➔ Subject




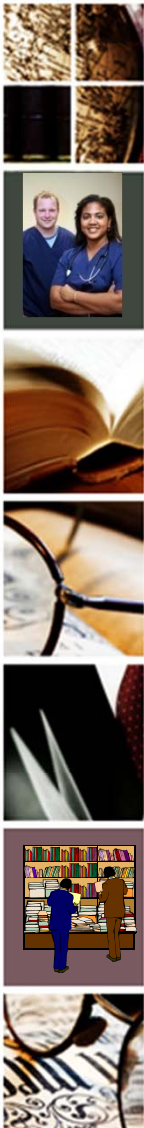
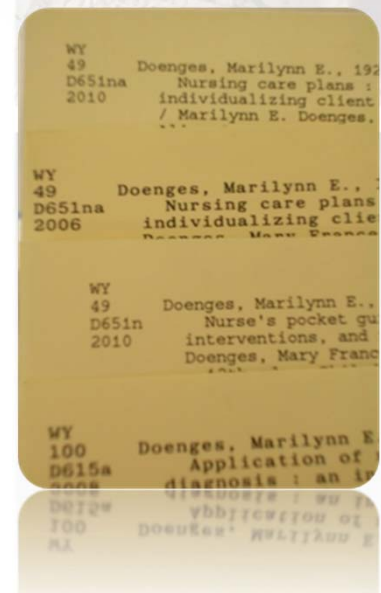
Locating Books



 If you know a specific author or title, use the “Author-Title” section of the card catalog



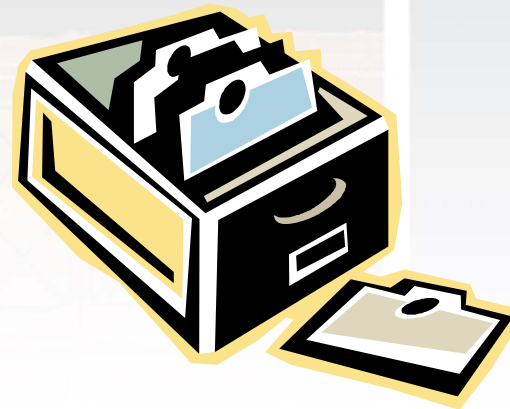
 Cards in this section are arranged alphabetically by the last name of the author and by the first word in the title of the book



Locating Books

■ As with journals, if the first word of the title is an article of speech (“A”, “An”, or “The”), the article is excluded

■ For example: “The History of Nursing” would be filed under “History”, not “The”



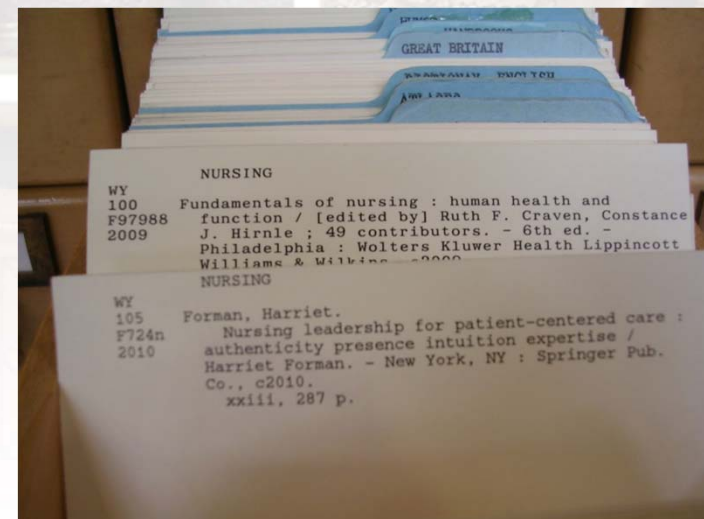
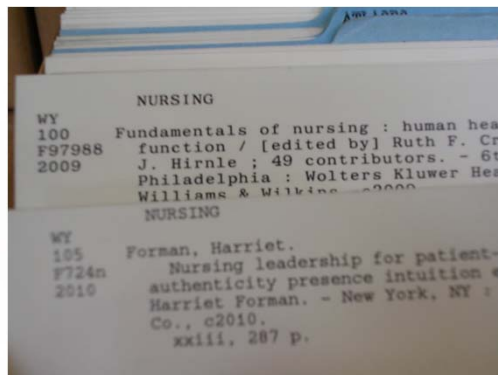
Locating Books

- If you are looking for books on a particular subject, use the “Subject” section of the card catalog



Locating Books

- Cards in the subject section are arranged alphabetically by subject
- Cards on the same subject are arranged alphabetically by the last name of the book's author

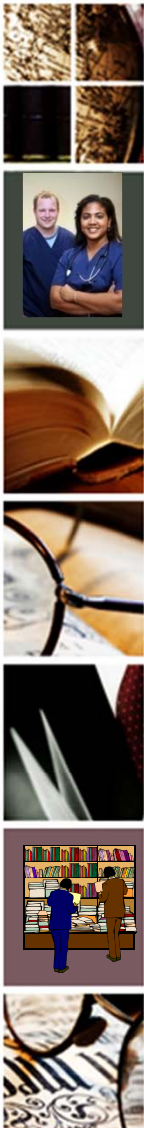
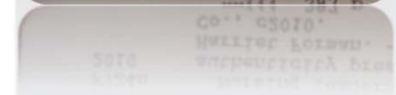
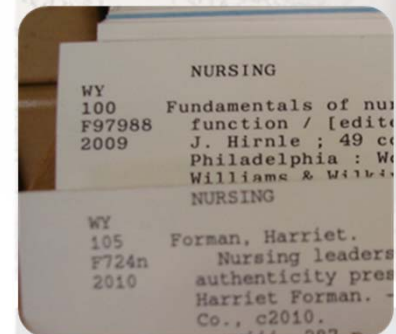


Locating Books

- Each card will list the author and title of the book on that subject
- The book's call number (a series of letters & numbers) is listed on the upper left corner of card



➡ Write it down!



Locating Books

- Now you need to use the call number to locate the book on the shelf
- The call number is like an address for locating the book in the Nursing Library
- This address provides information about the book and where to locate it



Locate The Book On The Shelf

Books are arranged on the shelf by their call number - the unique “address” created for every book

➔ In the Nursing Library this unique “address” is created mainly using the NLM system

Read the call number line by line




Locate The Book On The Shelf

Reading the call number

- ➔ The first line consists of one or two letters based on the book's subject category. Read the letters in alphabetical order.
 - ✚ For example: W comes before WA, WA comes before WB and so forth.



Locate The Book On The Shelf

- 
- **The second row consists of a series of numbers called the class number**
 - ➔ **The class number represents what the book is about, based on its subject matter**
 - ➔ **Read this number as a whole number**
 - ✚ **For example: 2 comes before 25 which comes before 125 and so forth.**

Locate The Book On The Shelf

 **The third row is called the cutter number – an alphanumeric code for author names**

- ➔ **The cutter number is comprised of a letter followed by a number(s)**
- ➔ **The cutter number is followed by the year indicating the book's publication date**



Locate The Book On The Shelf

More about the cutter number!

➔ It is always read as a decimal – not a whole number

✚ For example: C685 comes before C6855 which comes before C686, and so on



Locate The Book On The Shelf

Putting call number information all together, examples of proper shelf arrangement, reading left to right, and top to bottom, are as follows:

WY

WY

WY

WY

100

100

100

100

C685

C6855

C686

C6862

2005

2009

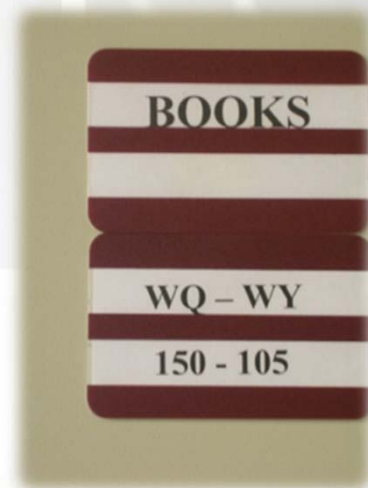
2011

2010



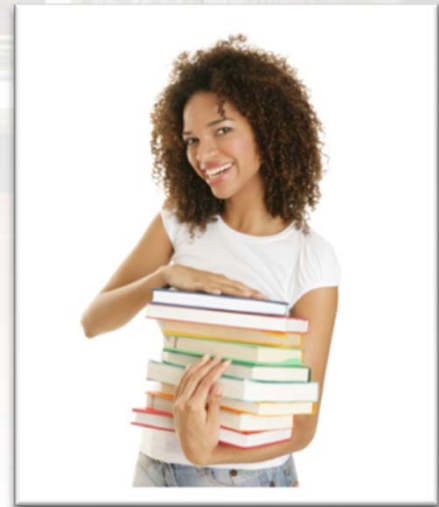
Locate The Book On The Shelf

- There are signs on the end of each row of shelves indicating the call numbers located in that row



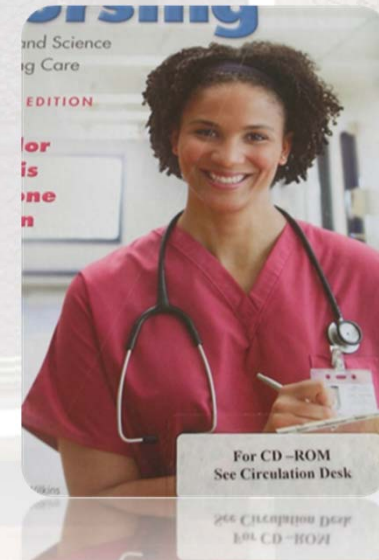
Borrowing Books

- Books may be checked out for 2 weeks and may be renewed as long as another borrower has not placed a “hold” on it
- You may check out as many books as you can carry!!
- Be sure to return or renew them on time or you will be charged a fine



Books with CDs

- Many of the books on the shelves come with CDs, which are kept behind the Circulation Desk
- Books with CDs are labeled “For CD-ROM see Circulation Desk”
- CDs may be checked out for 2 weeks – ask at the Circulation Desk



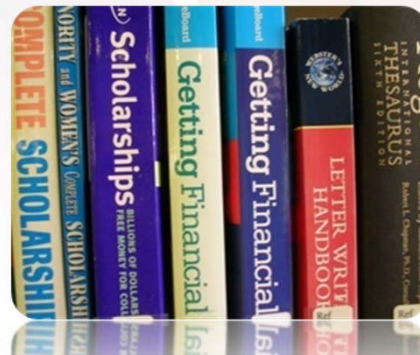
Reference Collection

- The Reference Collection is located to the left of the card catalog
- Reference books are also classified using the NLM & LC classification systems
- Reference books are arranged on the shelf in the same manner as the rest of the book collection



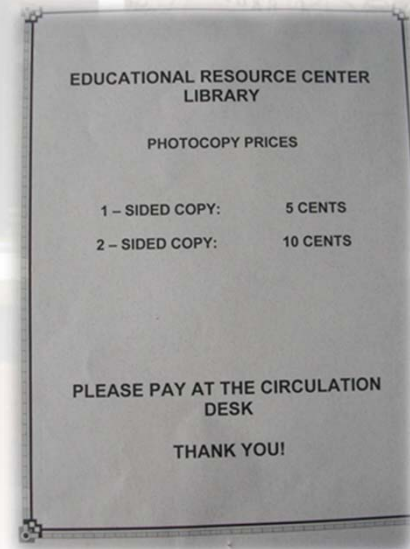
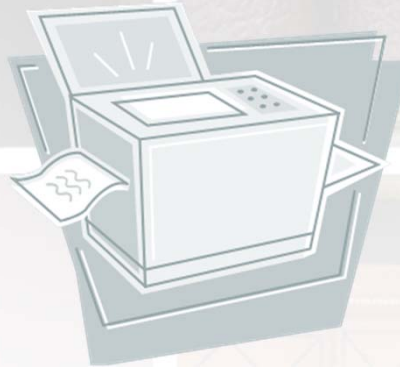
Reference Collection

- Books in the Reference Collection have “Ref” in the first line of their call number to identify their location
- The Reference Collection contains books related to nursing, medical dictionaries, financial aid, scholarship information, occupational outlook, etc



Reference Collection

- Reference books are Library use only
- Feel free to browse and photocopy information you need



Reserve Material

 The reserve material section is located behind the Circulation Desk. It contains:

- ➔ One copy of all your textbooks
- ➔ Journal articles your instructors have placed on reserve
- ➔ DVDs/videos on reserve



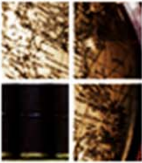
Reserve Material

- Reserve items are for Library use only or circulate for limited time periods
- Your instructors have indicated the reserve items in your semester syllabus
- Please ask for these items at the Circulation Desk



DVD/Video Collection

- The Nursing Library has a collection of DVDs/videos on a variety of nursing topics
- Most can be checked out for 1 week
- Ask at the Circulation Desk to see the Video Catalog



Need Help??

- **Stuck???**
- **Have a question???**
- **Can't find what you're looking for??**
- **Ask us!! We are here to help you and look forward to assisting you.**

